

REQUIRED MISCELLANEOUS ITEMS AND INFORMATION

Prior to arrival (Unless indicated otherwise), please provide through e-mail the following items:

1. E-mail your Cyber Awareness Challenge (CAC) certificate, Version 3 (complete the DOD Cyber Awareness Challenge V3, Course ID DOD-IAA-V12.0) to HM2(FMF) Martin at deandre.e.martin.mil@mail.mil). An example of the certificate is attached. This certificate is required in order for us to setup your computer access. The certificate must be dated/completed after 01 April 2016. Certificates for courses taken before the date will not be accepted. Attached you will find an electronic System Authorization Access Request-Navy (SAAR-N) form, (OPNAV 5239/14). Complete sections 1-11, and send form back for review before digitally signing it. Once approved, it will be sent back for your digital signature. Receipt of SAAR-N and Certificate must be received prior to class convening.

2. Practicum sites require documentation of Tuberculosis (TB) skin test and Human Immunodeficiency Virus (HIV) test within the past 12 months. Check the date of your last TB and HIV test by going to BUPERS Online <<https://www.bol.navy.mil/>> and selecting Individual Medical Readiness. If the date listed for HIV compliance or for Tuberculin Skin Test "Date TST Read" is greater than one year prior to the end of class date then you must go to medical and update the screenings prior to reporting to NDACS. If you do not have access to BUPERS online then request the information from the readiness officer or the medical department.

Transfer information

1. If your ultimate duty station is overseas (or operational command), and your dependents will be traveling with you to your ultimate station, make a copy of overseas (or operational) suitability screening package completed at current command to include Administrative Remarks (Page 13) which indicates that you are suitable for overseas (or operational) assignment whichever is applicable. If being assigned overseas and orders require you and dependents to obtain passport, make sure you obtain "no fee" passports (not tourist passports) for yourself and dependents. Make a copy of every passport (pages with dependent's information and picture). Additionally, make sure to keep a copy of the message approving your "dependent entry" to ultimate overseas station just in case the Navy Passenger Transportation Officer (NAVPTO) requires them when transferring to ultimate overseas station. Per your PCS orders, the detaching (current) command or servicing PSD will have to process you and your dependents' port call (flight itinerary) to your ultimate destination. This is recommended to avoid any problem prior to your detachment from NDACS. Turn in copies of all items mentioned above during check in process.

2. If you executed an extension or reenlisted to meet obligated service required by PCS orders, the you must turn in copy of the extension or reenlistment contract during check in process. If either extension or reenlistment was not done at last command, you will be required to do so prior to transfer from NDACS.

Per Diem and Lodging

1. If the Gateway Inn & Suites (NGIS) does not have berthing available, obtain a Certificate of Non-Availability (CNA). Notify NDACS as soon as possible to coordinate off base lodging.

*CNA is required when filing for advance per diem to cover meal and lodging expenses.

2. For those students who are coming from the San Diego area, whether from a ship or shore, or whose ultimate duty station is SARP San Diego, there should be a clause in your PCS orders which says, "NO PER DIEM/LODGING REIMBURSEMENT IS AUTHORIZED IF THE INTERMEDIATE STOP (NDACS San Diego) IS IN THE SAME GEOGRAPHICAL LOCATION AS ULTIMATE STATION (SARP San Diego)." This means, those students **are not** authorized to live at the Gateway Inn while attending the course.

3. E-5 to E-9 personnel residing outside of the area whose ultimate duty station is in the San Diego area are considered "geographical bachelors (GB)". Those who require a room must submit a request memo to the Commanding Officer of Naval Mine and Anti- Submarine Warfare Command (NMAWC). A template for the memo is attached. Approval of billeting at NMAWC depends on room availability, you may not check in to the barracks without the approval memo. Other Navy bases in the San Diego area may have geo-bachelor quarters available, however, arranging for accommodations and transportation to and from these quarters is the student's responsibility.

4. Students drawing per diem are advised to have sufficient funds available to cover expenses during their stay at NDACS. Joint Travel regulations only authorize advance per diem payments of 80% of receipts while in a travel status. Students will be fully reimbursed at their ultimate duty station upon final liquidation of the travel claim. The course length is 73 days; Gateway Inn charges \$85.00 per night for E-6 personnel. If the travel claim is not liquidated until the end of the stay the total lodging bill would be \$6,205.00; advanced per diem is 80 percent, leaving \$1,241.00 for the student to carry over until the final travel claim liquidation payment is received.

5. Please be advised that the on base galley is currently under construction and is not available to students. Students staying at the Navy Gateway Inn & Suites will receive Commercial Meal Rate (CMR) vs Government Meal Rate (GMR).